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REQUEST FOR PROPOSAL RFP 048/19

NAME & ADDRESS OF FIRM	DATE: June 12, 2019
	REFERENCE: Long-Term Agreement for Providing professional services on “Review, Examination and Approval” of the design packages and technical documentation for public buildings

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Long-Term Agreement for Providing professional services on “Review, Examination and Approval” of the design packages and technical documentation for public buildings (the detailed TOR is attached separately as Annex 1a).**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals need to be submitted on or before **8 July 2019, 4:00pm** local Yerevan time (GMT +4) via email, courier mail to the address below:

United Nations Development Programme / UNDP
14 Petros Adamyan St., Yerevan 0010, Republic of Armenia

Or submit via e-mail to the following e-mail address: tenders.armenia@undp.org

Please note that proposals received through any other e-mail address will not be considered.

Your Proposal must be expressed in English, and valid for a minimum period of 60 calendar days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Unit / UNDP Armenia

Description of Requirements

Context of the Requirement	Providing professional services on “Review, Examination and Approval” of the design packages and technical documentation for public buildings
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	Please see attached Terms of Reference (TOR), Annex 1a
List and Description of Expected Outputs to be Delivered	Please see attached Terms of Reference (TOR), Annex 1a
Person to Supervise the Work/Performance of the Service Provider	Project Manager, De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits UNDP-GCF
Frequency of Reporting	<i>As per request</i>
Progress Reporting Requirements	On regular basis
Location of work	<input checked="" type="checkbox"/> Exact Address: UN House in Armenia, #14 P.Adamyan St., Yerevan, RA <input checked="" type="checkbox"/> At Contractor’s Location
Expected duration of work/services	Two years with possible extension for two additional periods of one year each.
Target start date	July 25, 2019
Latest completion date	July 25, 2021
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Required
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

involved in completing the services												
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency											
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes											
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.											
Partial Quotes	<input checked="" type="checkbox"/> Not permitted											
Payment Terms ³	<table border="1"> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> <tr> <td>Delivered services</td> <td>100</td> <td>As per agreed timing</td> <td>Upon provision of services/deliverables</td> </tr> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Delivered services	100	As per agreed timing	Upon provision of services/deliverables			
Outputs	Percentage	Timing	Condition for Payment Release									
Delivered services	100	As per agreed timing	Upon provision of services/deliverables									
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>Project Manager, De-Risking and Scaling-up Investment in Energy Efficient Building Retrofits UNDP-GCF</i>											
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long-Term Agreement ⁴											
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.											

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

Criteria for the Assessment of Proposal	<ul style="list-style-type: none"> - Expertise and Capability of Proposer (Business Licenses – Registration Papers, Tax Payment Certification); - at least 5-year experience in examination of public buildings’ design packages; - a staff of experienced specialists, including: <ul style="list-style-type: none"> ✓ one architect, with a minimum of 10 years working experience; ✓ one structural engineer, with a minimum of 10 years working experience; ✓ one HVAC expert, with a minimum of 5 years working experience; ✓ one water supply and sanitation expert, with a minimum of 5 years working experience; ✓ one electrical engineer, with a minimum of 5 years working experience; ✓ one estimator, with a minimum of 5 years working experience.
UNDP will award the contract to:	<input type="checkbox"/> One and only one Service Provider <input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors: <ul style="list-style-type: none"> - LTA will be awarded to the technically responsive company (ies) that offers the lowest price. - The LTA shall be awarded to ensure equal distribution and based on need, urgency and availability.
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁶ <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁸	<p>Procurement Unit, UNDP Armenia procurement.armenia@undp.org</p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Terms of Reference (TOR)
Customs Clearance and Freight Forwarding Services

I. Information on the task

Task Description:	Providing professional services on “Review, Examination and Approval” of the design packages and technical documentation for public buildings
Duration	2 years
Project: Building	“De-risking and Scaling-up Investment in Energy Efficient Retrofits” UNDP-GCF Project
Location:	Republic of Armenia

1. General information

“De-risking and Scaling-up Investment in Energy Efficient Building Retrofits” UNDP-GCF Project supports the Municipality of Yerevan in implementing the “Yerevan Energy Efficiency (YEE) Project” aimed at promotion of energy efficiency (EE) improvements in municipal level.

In the first stage (referred as “pilot phase”, the Project will focus on EE measures in public buildings and in the second phase on the residential buildings, depending on the results of a feasibility study.

2. Sector information

General Description

According to the Armenia Development Strategy for 2014 – 2025, the promotion of EE in all sectors is a key priority for Armenia and existing legislation supports implementation of energy-saving measures. Armenia is relatively poor in natural resources and covers the major share of its energy needs by fuel import. This dependence on energy imports results in serious consequences on the countries’ external accounts and imposes a risk towards macroeconomic sustainability. The cities in Armenia including capital city Yerevan has joined the Covenant of Mayors and has taken commitments for reducing the energy consumption by 20% by 2020. The improvements in EE would help the municipalities to reduce energy related expenses and contribute to meeting National Energy Efficiency Programme.

The potential for EE upgrades in the building sector has been estimated to be around 40% and Armenia is no exception. The main building stock in Armenia was constructed before 90’s and is in a deteriorated status, thus thermal and seismic characteristics of buildings need to be assessed and upgraded. The Yerevan Municipality in 2017 has initiated “Yerevan Energy Efficiency (YEE) Project” through a loan scheme provided by European Investment Bank and grant resources from UNDP-GCF project and E5P.

Within the framework of this initiative, various public buildings have undergone seismic assessments and detailed energy audits, and relative design packages and documentations are being prepared respectively, ordered by UNDP in the frames of technical assistance to the YEE project.

The selected contractor shall carry out the review, examination and approval of the above-mentioned design documents for each object.

3. Scope of work, key tasks and activities of the Design Examination Company

Scope of work

The general task is to fully review, examine and approve the design package and documentation for reconstruction of public buildings, including the measures for seismic upgrades and EE improvements.

The maximum period for the examination of each project design package is 10 working days (identified defects and inconsistencies in preliminary conclusion).

The contractor has to comply with the current relevant legislative and technical regulations in its scope of work, including but not limited to:

- RA Urban Development Minister's N711-N Decree, dated 06.05.2010 "On decision of the RA government on approving the procedure for the implementation of Urban Development Documentation Examination";
- RA Urban Development Minister's N87-N resolution, dated 24.03.2014 "On approval of the RACN 20-06-2014, Restoration, rehabilitation and strengthening of buildings and structures";
- RA Government N392-N Decree, dated 16.02.2006 "On Approval of the Procedure for Accessibility to Social Transport and Engineering Infrastructures for People with Disabilities and Population groups with limited Mobility";
- RA Government's adjacent State Committee on Urban Development Chairman's N43-A Decree, dated 05.04.2018 RASR 23-101-2017 "On Approval of the Set of Rules for Accessibility of Buildings and Structures for People with Disabilities and Population groups with limited Mobility";
- RA Government N1504-N Decree dated 25.12.2014 "Implementation of energy saving and improving EE measures at state-funded facilities' reconstruction, renovation projects".

Key tasks and activities Key Tasks and Actions, which were requested from Design companies, are as below:

1. Perform **detailed measurements** and design accordingly based on factual dimensions for each building;
2. Develop design documents for seismic upgrades, according to the seismic survey results;
3. Develop design documents for EE improvement, considering the energy audit results;

4. Develop design documents for buildings' reconstruction;
5. Develop design documents of solar systems' (PV and water heater) installations, based on the energy audit results;
6. All structural components and building elements, as well as EE improvement measures are indicated in seismic survey and energy audit reports respectively. The reports/summaries will be shared with the selected contractor(s).
7. Conduct "Author Supervision", in accordance with RA Urban Development Minister's N 143 resolution (28.09.1998) during the construction phase.

Development of working drawings has been carried out in compliance with the Order 128-N of 11.09.2017 issued by the Chairman of State Urban Development Committee under the Government of the Republic of Armenia, and Annex 1 to the RA Government Decree No 879-N made on 23.06.2011, as following:

1. *General description;*
2. *Master plan;*
3. *Floor plans for all levels, including basement and technical floor (if available) showing all elements regarding structural reinforcement and conventional buildings' refurbishments (reinforced-concrete structural elements, metal structures, details of metal structures, wooden structures, etc.);*
4. *The section drawings of all the main elements of the building façade including: the roof layers, ceiling, exterior walls, doors and windows, basement units and other important connections and joints;*
5. *Detailed drawings for installation and fixing of thermal insulation layers with walls, ceilings, floors, windows and doors as described in Energy Audit Reports;*
6. *Detailed drawings of the external walls and associated components, such as piping, drainage pipes and gutters, rainwater down pipes, brackets, hangers and holders, telecommunication accessories, etc., these drawings should be complemented with the relevant floor plans including solar hot water systems' piping*
7. *Detailed drawings of connections to drainage, sewage or sanitation wells or other appropriate solutions*
8. *Single line diagrams on rainwater and wastewater drainage horizontal and vertical systems*
9. *Detailed drawings and single line diagrams of HVAC systems and their thermal insulation including floor plans and section drawings as stipulated in the energy Audit Reports*
10. *Detailed drawings and single line diagrams of grounding and lightning protection*
11. *Detailed drawings and single line diagrams of internal and external lighting as stipulated in the Energy Audits Report*
12. *Detailed drawings and single line diagrams of fire-fighting systems*
13. *Detailed drawings and single line diagrams of gas supply systems*

14. Detailed drawings and single line diagrams of voice-data networks and CCTV
15. Detailed drawings and single line diagrams of the solar hot water systems as stipulated in the Energy Audit Reports
16. Detailed drawings and electrical single line diagrams of the PV systems as stipulated in the Energy Audit Reports
17. Technical descriptions of all structural reinforcements' and conventional building refurbishments' works
18. Technical descriptions of all MEP systems to be implemented (HVAC, Plumbing and electrical, firefighting etc.) as described in Energy Audit reports
19. Technical specifications of all equipment and materials to be used during construction, specifically: detailed description of materials, equipment and installations related to structural reinforcement, conventional buildings' refurbishments and EE improvement (thermal insulation materials, windows, doors, lighting and HVAC systems, PVs and solar hot water system). The Technical Specifications should also cover all the MEP equipment and material referenced above, as well as detailed method statement for the construction works of each system, equipment or material;
20. Environmental protection;
21. H&S plan;
22. Engineering and technical measures for civil defense and prevention of emergency situations;
23. Organization of the construction works with the estimated duration/schedule of civil engineering works (demolishing and dismantling plan, environmental protection measures, fire protection measures, measures for ensuring access to persons with limited mobility, EE and energy conservation measures).
24. Cost estimates and bill of quantities - the detailed bill of quantities (BOQ) for each kindergarten should be submitted separately. Furthermore, a breakdown of the bill of quantities (cost coding) for each kindergarten should be in line with the divisions in Annex 1, via submission of a separate BOQs for energy efficiency upgrades and general repairs/reconstruction works. (Details shall be clarified with the Yerevan Municipality.)
25. Brief descriptions and specifications of the main construction materials, products, installations and structural elements;
26. All descriptions and specifications (demolishing, rehabilitation works, water and sewage systems, etc.) must be in tabular format showing the individual volume of work for each numbered space/room and the total volume.

The design for renovation of the building was expected to include the following works:

Seismic upgrades

Enhance seismic condition of the building, in compliance with solutions and recommendations noted in the seismic survey report and current regulations/norms.

Accessibility

In compliance with RA CN “IV-11.07.01-2006” and RA SR “23-101-2017”, accessibility for disabled with limited mobility should be provided for the building.

Preparation of design documents for buildings has been guided by “Rules for the composition and content of the design document for residential, public and industrial buildings” approved by the Order N273-N of the Minister of Urban Development made on November 29, 2006.

II. Expected main outputs

The final output of the task will be the approval/endorsement of the examination of the design packages and documentation of up to 30 public buildings.

III. Professional requirements

The bidding organization (company) shall have:

- a. at least **5-year** experience in examination of public buildings’ design packages;
- b. a **staff of experienced specialists**, including:
 1. one architect, with a minimum of 10 years working experience;
 2. one structural engineer, with a minimum of 10 years working experience;
 3. one HVAC expert, with a minimum of 5 years working experience;
 4. one water supply and sanitation expert, with a minimum of 5 years working experience;
 5. one electrical engineer, with a minimum of 5 years working experience;
 6. one estimator, with a minimum of 5 years working experience.

IV. Bid Package Composition

Applicant organization/company must submit below requested information for the specified works in the application package:

1. Copy of state registration certificate,
2. **Copies of the relevant licenses and inserts (inserts 01, 02, 03 and 10) required for the examination of design packages and documentation, according to RA government decree No 1533-N for preparation of engineering documents, dated 27.12.2018, provided by the Urban Development Committee licensing agency.**
3. Description of the similar experience in projects and activities of the organization (to present the list of similar works for the last five years, the address and phone number of the client),
4. Resumes of the required experts, **signed by relevant expert**, documents confirming the relevant work experience (CVs) and qualifications (copy of the diploma),
5. The price quotation shall be presented according to the unit price of 1 m² for buildings with up to 2,000 m² area. The surface area of the buildings will be calculated by the external dimensions of the building and the number of floors, including the basement (if available).
6. The cost of 1 m² of examination of design packages and documentation for buildings with 2,000 - 3,500 m² of surface areas shall be calculated by the following formula:
 $2,000 \times X + (A - 2,000) \times 0.5 \times X$, where X is the value of 1 m² of the building’s design examination cost for up to 2,000 m² area, and A is the total surface area of the building.

7. The cost of 1 m² of examination of design packages and documentation for buildings with surface areas exceeding 3,500 m² shall be calculated by the following formula:
 $2,000 \times X + (3,500 - 2,000) \times 0,5 \times X + (A - 3,500) \times 0,25 \times X$, where X is the value of 1 m² of the building's design examination cost for up to 2,000 m² area, and A is the total surface area of the building.

V. Timeline

The Employer will, at certain periods, hand over the design package(s) and technical documentation to the selected Contractor for the technical review and examination.

The Contractor shall submit a confirmation statement (via e-mail) regarding carrying out the services to the Client within **one working day** from the date of receipt of the Design package(s) and technical documentation.

In the event of failure to submit or refuse the confirmation of the examination services within the specified period, the Client shall handover the design package(s) and technical documentation to another Contractor for carrying out the examination tasks.

The maximum duration of examination of design packager(s) and technical documentation of each building is 10 working days (preliminary findings with identified deficiencies/defects). This period is counted from the date of handing over the design package to the contractor by the Client and confirmation of the Contractor on performing the examinations tasks.

The deficiencies/defects identified by the contractor are subject to the revision by the design organization, after which the Contractor shall double-check the received package and submit a final conclusion.

VI. Payment procedure

The payment will be made after receipt of the final approval for the examination of the design package(s) and technical documentation of one or several buildings.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
- g) All other documents mentioned in Section IV – Bid Package Composition of Annex 1a.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable* (please refer to Appendix 1 of Annex 2)

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

APPENDIX 1 TO ANNEX 2

SCHEDULE OF REQUIREMENTS OF SERVICES

UNDP Armenia is intended to establish a Long-Term Agreement for Providing professional services on “Review, Examination and Approval” of the design packages and technical documentation for public buildings.

We, the undersigned, hereby accept in full UNDP General Terms and Conditions, and hereby offer services in conformity with requirements of UNDP as per RFP 048/19

Offers to Supply Services Compliant with Requirements

N	Description of Services	Regular Price for 1m ² , AMD	Discounted Price for 1m ² , AMD
1	Examination of design packages and documentation for buildings with up to 2,000 m ² of surface areas		
2	Examination of design packages and documentation for buildings with 2,000 - 3,500 m ² of surface areas		
3	Examination of design packages and documentation for buildings with surface areas exceeding 3,500 m ²		

Annex 3

Attached separately.